

Summer Reading Program Mini-Grants

FEBRUARY 28, 2022

RI OFFICE OF LIBRARY AND INFORMATION SERVICES





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About the Grants



Reimbursement



Non-competitive



Supplies, services, and educational presenters for supporting reading and learning opportunities



Performers, food, and prizes are not allowable expenditures



\$600 for youth activities (children & teen); must offer a youth SRP



\$300 for adult activities; must offer an adult SRP



Library systems may request an additional \$300 per location for youth activities; locations must offer a youth SRP

Funding has been earmarked for every public library!

- Ask for the maximum amount your library is eligible for
- Another library will not get more money if your library does not apply
- If you do not request the maximum amount, you may not request additional funds after your application has been approved



Hosting
Summer Reading



Hosting Summer
Reading with
free money from OLIS

Supplies vs. Services

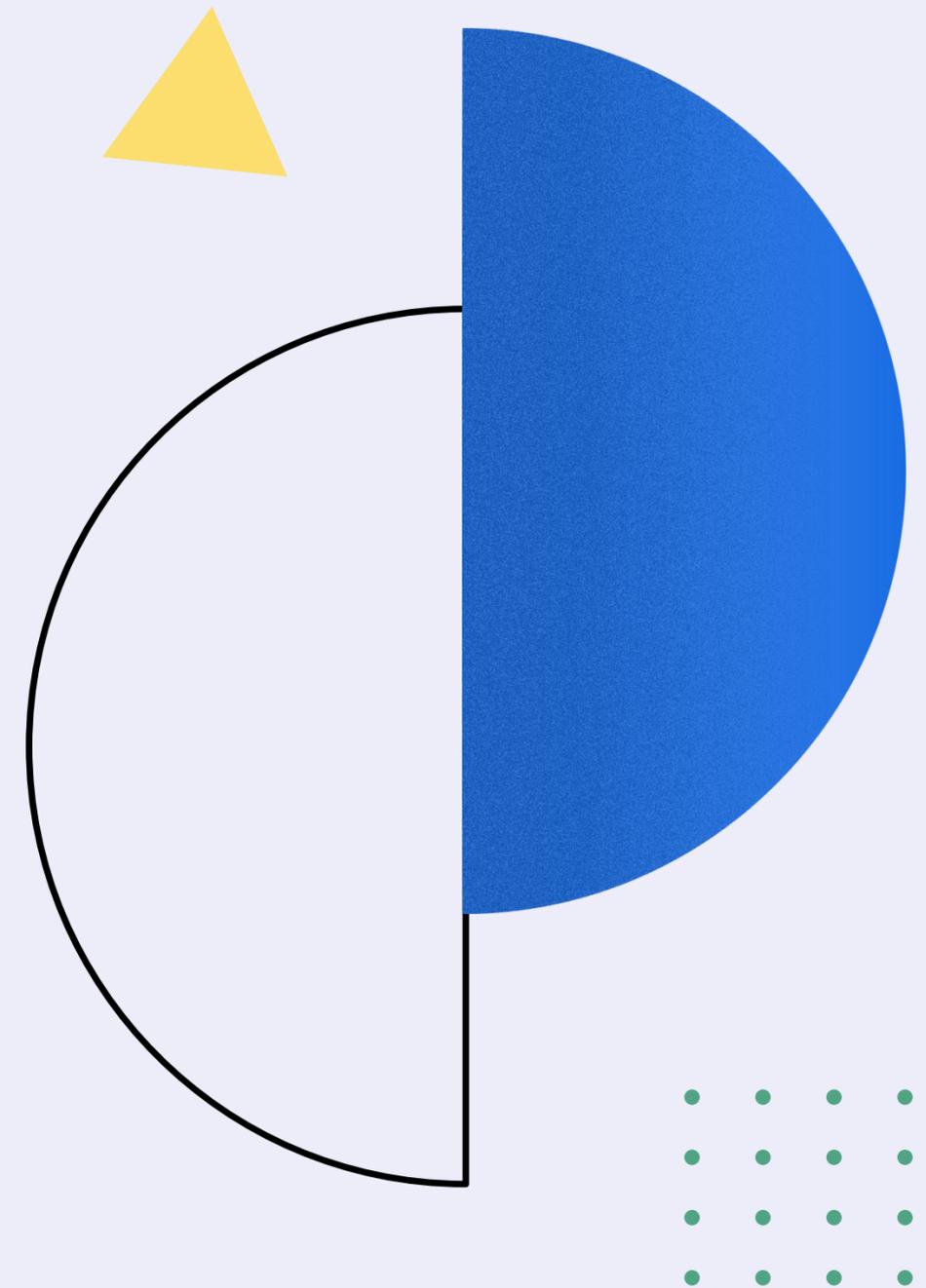
Supplies are materials needed for implementing an activity.

Examples: books, crafts, STEM tools, packaging for kits, etc.

Services are activities conducted by vendors, businesses or sole proprietors. Services also include software, apps, and month-to-month subscriptions (or add-ons to a current subscription).

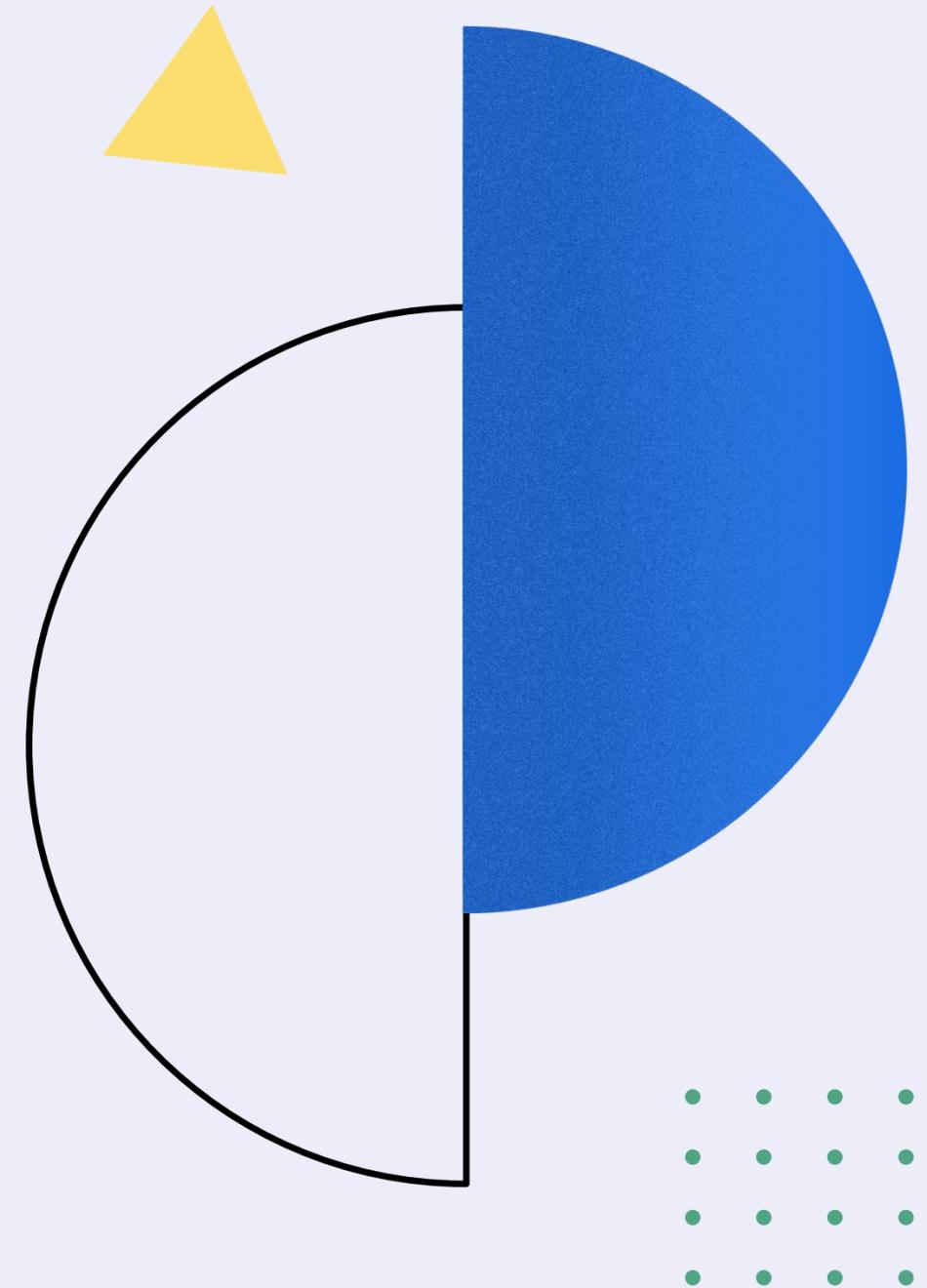
Examples: custom built StoryWalk installation, lamination or printing, AV editing software, etc.

Services do not include presenters.



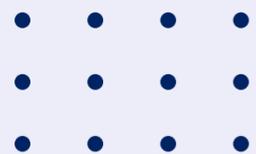
Educational Presenters

- Include learning outcomes
 - Strengthen reading skills
 - Improve critical thinking and/or knowledge on a topic
 - Build skills
- Make this clear in your application



Activity Examples

- Grab & Go Kits/Circulating Kits
- Book Club Kits/Book Club in a Bag
- Virtual Programming Tools
- Outdoor Programming Supplies
- Pop-up Libraries
- Educational Presentations/Workshops



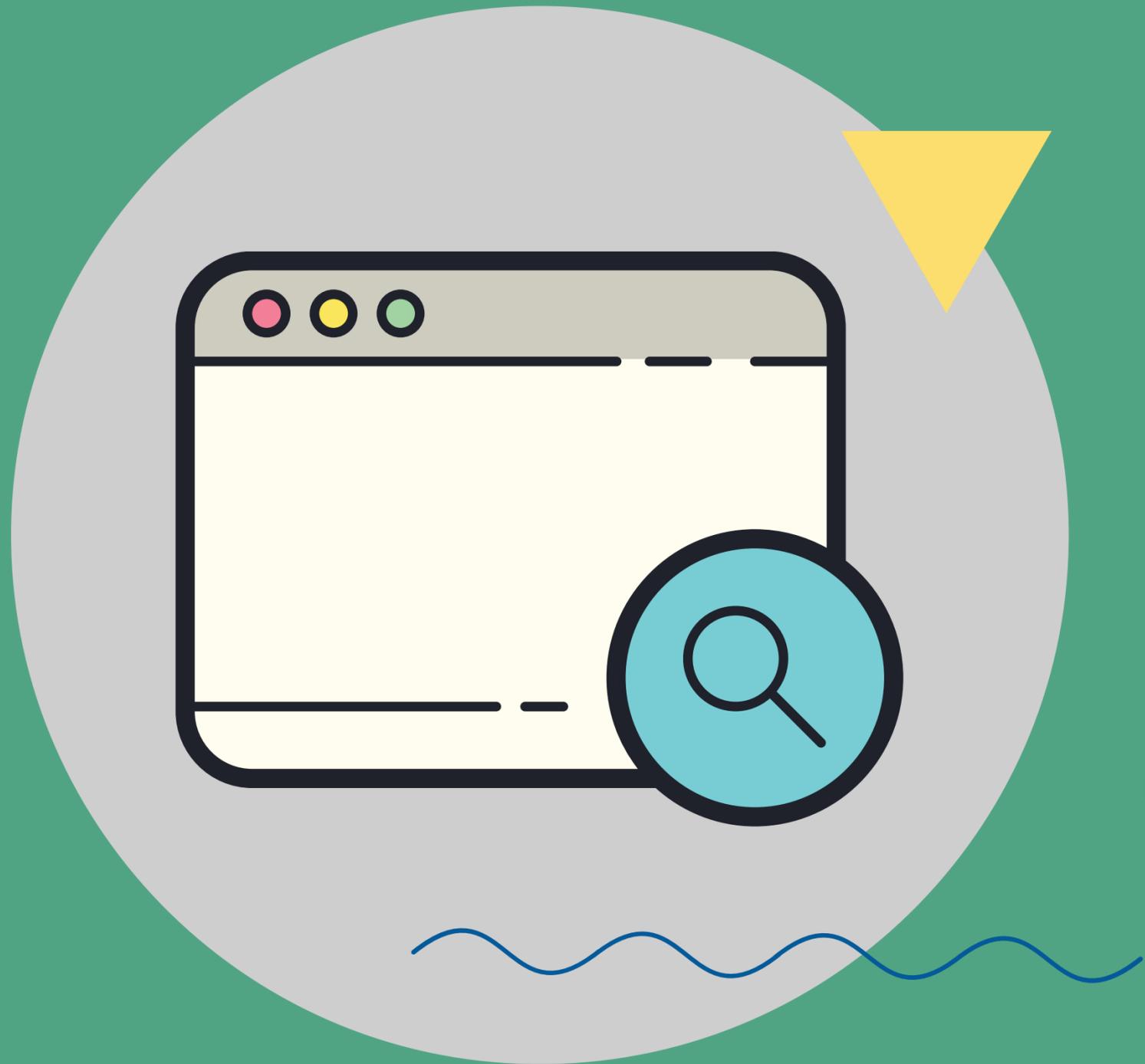
Timeline

- March 7: application form opens
- March 28: application form closes
- March 29-April 1: applications approved or returned for revision
- April 11: deadline for submitting revised application
- April 18: deadline for signing agreements
- July 18: deadline for receiving approved supplies and services
- Aug 1: deadline for hosting presenters

Requests for reimbursement will be accepted on a rolling basis **within two windows**. You must select your window when you apply and cannot change your selection.

- **May 1 - May 31:** submit requests for payment if all money will be spent before May 30, 2022
- **July 1 - August 19:** submit request for payment if any money will be spent after May 30, 2022

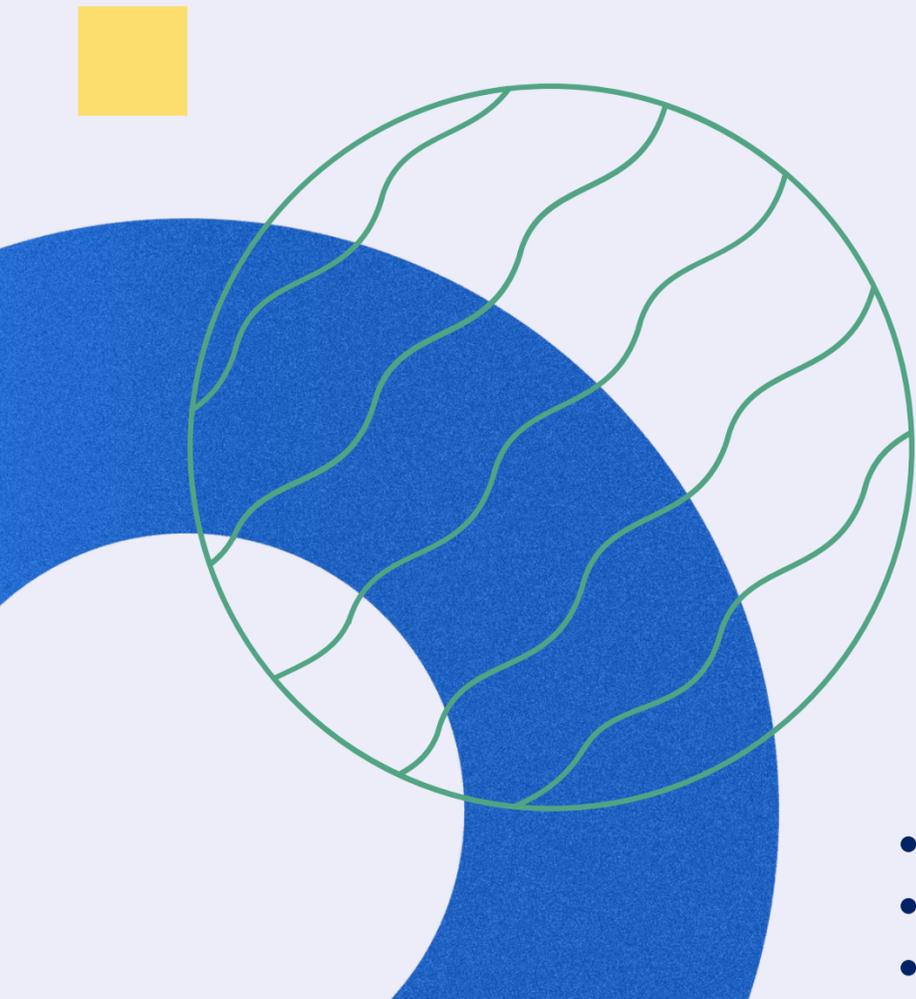




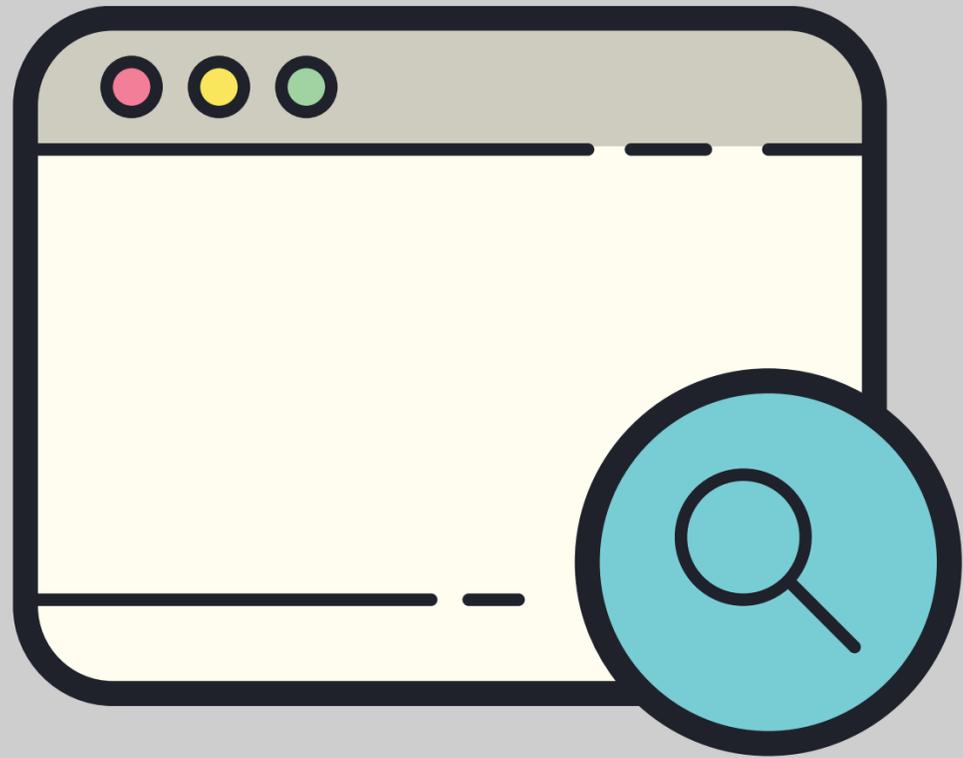
**Let's walk
through the
application
form together!**

Grant Management

- Important documents from OLIS through DocuSign
- Receipts and expenses tracked through Google Drive Folder



**Let's walk
through your
Google Folder
together!**





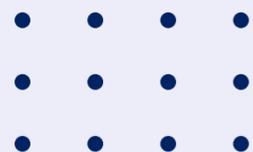
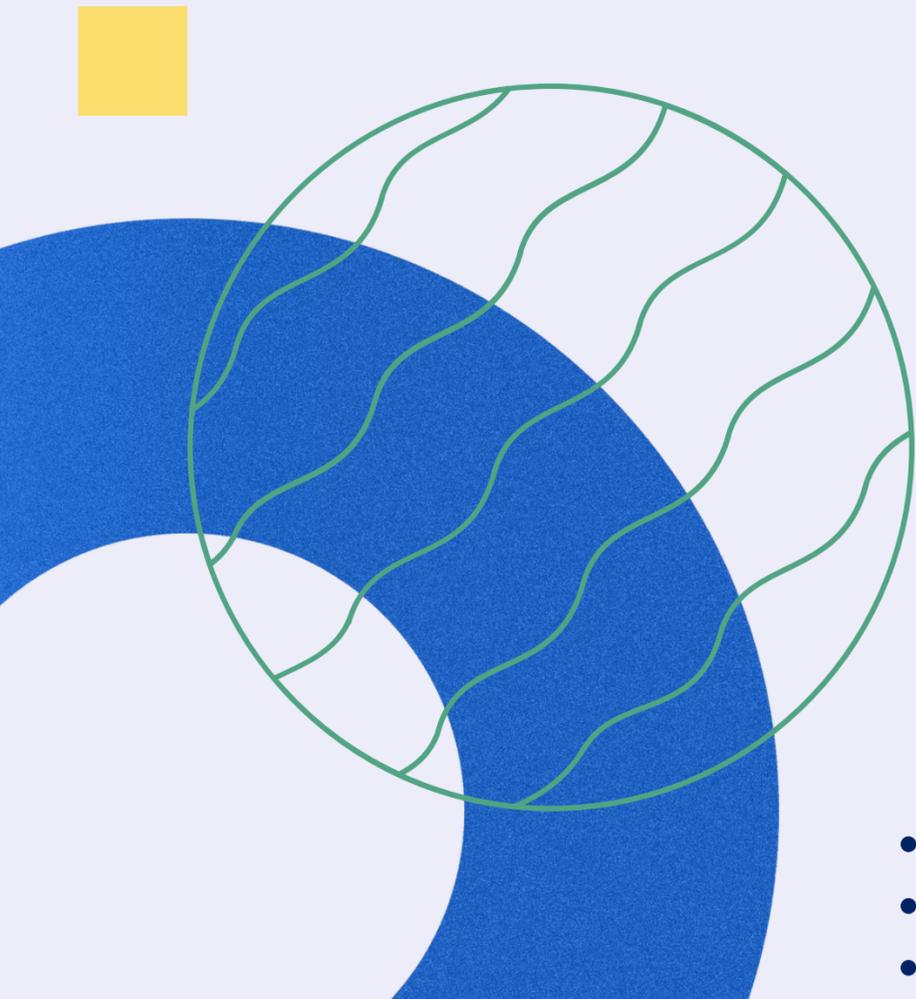
Google Folder Hot Tips

- Keep clean receipts with only purchases for this grant project whenever possible.
- List each receipt/invoice in your tracker NOT each item.
- If you rename the folder, please do not remove your library 3-letter code from the start of its name
- Paperwork must go into the same Google Folder as your tracker. Storing in a different folder may mean that OLIS staff cannot see it.
- Redact any personal information, i.e. account numbers

What documentation do you need?

Documentation may be just one document or several, as long as it shows:

- what you bought
- proof that you paid for it
- how much you paid for it
- proof that you received it



Is it proof of expenditure?

- ✓ Scanned paper receipt from an in-person purchase
- ✓ Digital receipt from online purchase
- ✓ Invoice stamped PAID or payment otherwise notated
- ✓ Purchase requisition or similar from town or city

- ✗ Unpaid invoice
- ✗ Order confirmation without evidence of payment
- ✗ Packing slip
- ✗ Amazon or other online shop listing

5/10/21
S

Oriental Trading

MindWare • CustomFun365 • MarryMe

Invoice #: [REDACTED]

Date: 04/29/2021

APPROVED FOR PAYMENT

[REDACTED] SERVICES

Page #: 1

BOARD OF TRUSTEES

SOLD

[REDACTED] SERVICES

[REDACTED]



*Paid 5/10/21
check*

Proof of payment

Purchase Order Number	Date Ordered	Date Shipped	Back Orders	Terms	
[REDACTED]	04/28/2021	04/29/2021	NO	NET 30 DAYS	
Service Representative	Number of Cases	Weight	Ship Via		
	2				
Item Number	Order Qty	Ship		Unit Price	Ext. Amount
IN-13820203	1UN	1	TAMPERS	7.99	7.99
IN-13942299	1ST	1		11.99	11.99
IN-13706787	1UN	1		9.99	9.99
IN-13642625	2DZ	2	CYO SPORTS WATER BOTTLE HOLDER	11.07	22.14
IN-56/2313	1UN	1	JUMBO CHUBBY BRUSHES 24 PCS	14.99	14.99
IN-57/4000	1UN	1	CHENILLE STEM CLASSPACK	6.99	6.99
IN-14/740	4UN	4	(LG) 50PC POLYNONWOVEN TOTE ASST.	39.99	159.96
IN-48/9500	1DZ	1	DIY WOOD BIRD FEEDER KITS	24.99	24.99
IN-48/3633	1DZ	1	DIY WOOD SAILBOAT KITS	17.99	17.99
IN-13625872	1DZ	1	DIY SHARK BANK	19.99	
IN-13823657	1DZ	1	MINI FOAM WREATHS	5.79	
AO-14097486	1PC	1	OTC.GEICO APR		
AO-14097489	1PC	1	OTC.NAKEDWINES APR		
AO-14092897	1PC	1	CY21 PICK ZONE MINI CATALOG 3 - OTC PZ		

Proof items were received

Items purchased

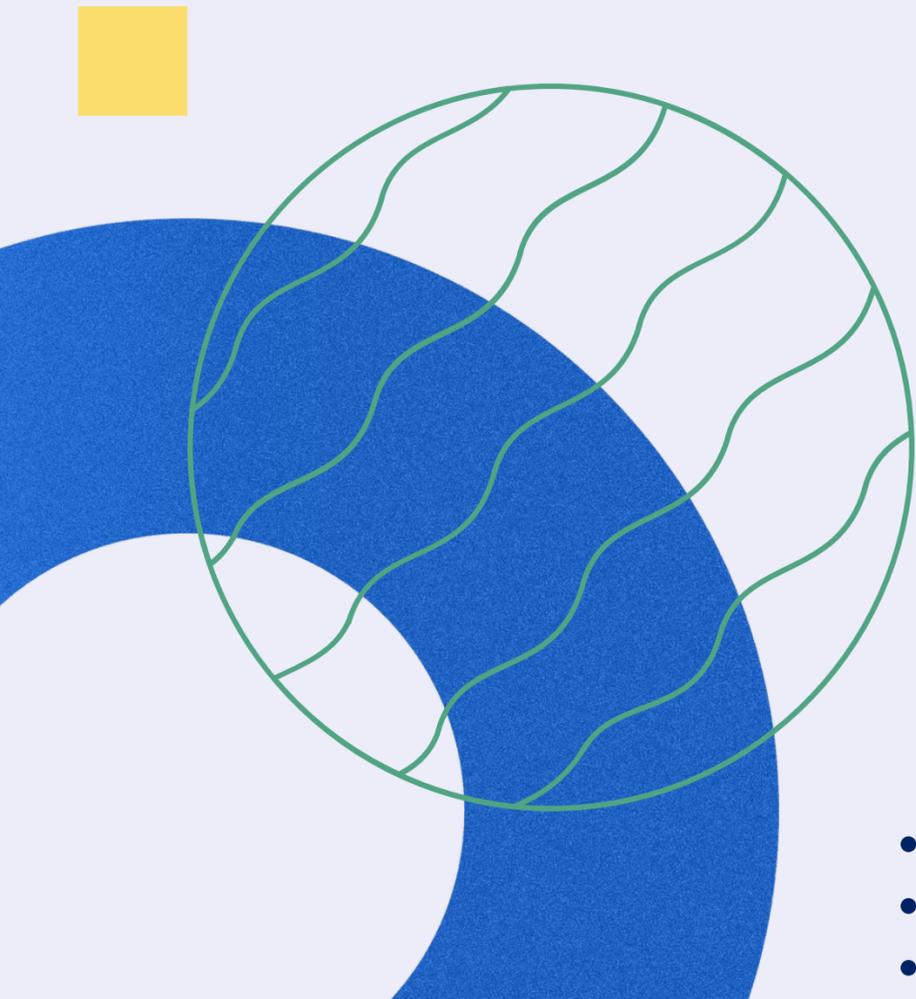
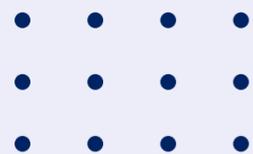
Total amount paid

Call to speak to a customer service representative: 1-800-228-0475

Merchandise	Shipping & Handling	Sales Tax	Total Amount	Certificate Other	Payments	Balance Due
302.81	0.00	0.00	302.81	40.00-		262.81

Request for Payment

- Fill in the PDF request for payment included in your Google Folder after you have uploaded your documentation and filled out the Expense tracker and then **send it to grants@olis.ri.gov**.
- The form will be pre-filled with most of the information you need to submit, apart from the amount you are requesting and your answers to the report questions.



FAQ

What if something I ordered won't arrive by July 18?

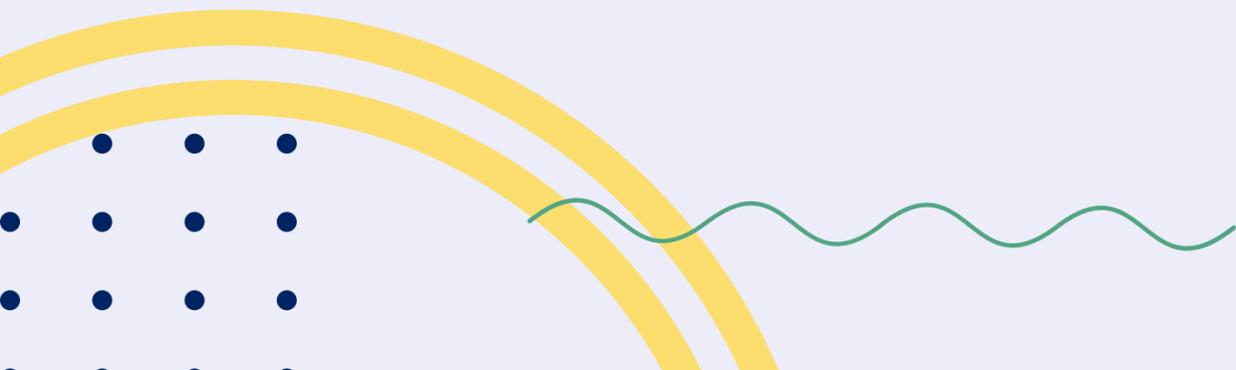
Because of supply chain issues, we recommend that you order items as soon as possible after receiving your signed agreement with OLIS. Contact Danielle or Emily ASAP to discuss options for purchasing an alternative item(s). Do not sub one item for another without approval; unapproved purchases will not be reimbursed.



FAQ

What if something I planned to purchase is on sale and I spend less money than I was approved for?

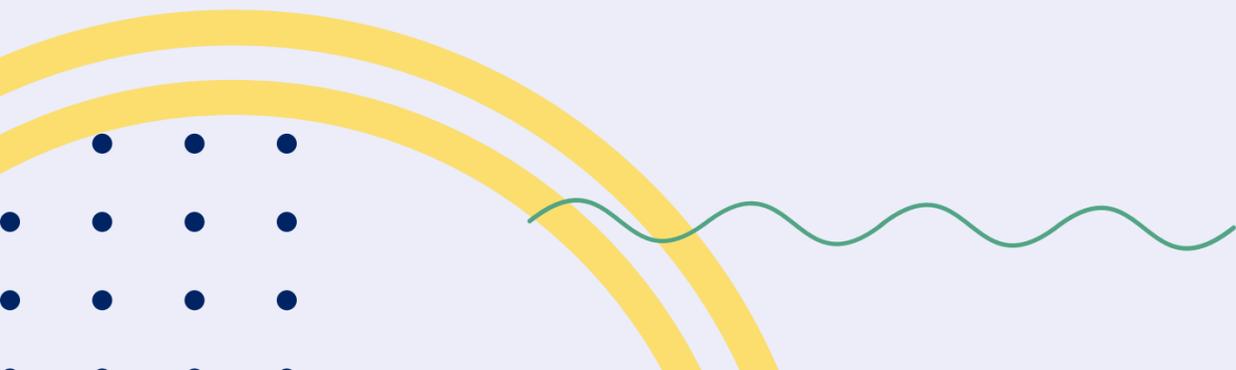
Contact Danielle or Emily. You will most likely be encouraged to buy more of an item(s) you were approved for. To avoid this issue, plan to spend slightly more than your grant award if your library can absorb an extra \$10-\$15. (I.e. plan to spend \$615; your library will be reimbursed \$600 and will be responsible for the remaining \$15 if necessary)



FAQ

What if I spend more than I was approved for?

You will only be reimbursed for the amount you were approved for. If your library can absorb the extra costs, going over your approved amount is preferable to spending under your approved amount.



FAQ

What is a UEI? What happened to my DUNS number?

As of April 4, 2022 the federal government will no longer accept DUNS numbers and requires all entities receiving federal funds to have a Unique Entity Identifier (UEI) through SAM.gov. Your library director is already aware of this new requirement and should have your UEI at the ready. Contact Nicolette Baffoni with any questions about UEIs.



FAQ

I want the payment to come directly to the library, not to the town. Will it?

If your library typically receives its State Grant-in-Aid directly to the library, this should not be a problem. If your GIA typically goes through the town or you are not sure, contact grants@olis.ri.gov to ensure that your library is in the state system to receive payment.



FAQ

Are shipping costs reimbursable?

Yes, you may include shipping costs in your final request-for-payment amount.



FAQ

Is sales tax reimbursable?

Sales tax will not be reimbursed. As either a municipal organization or independent non-profit, your library should be eligible for tax-exempt status. Please make use of that benefit or plan to absorb the cost of sales tax.

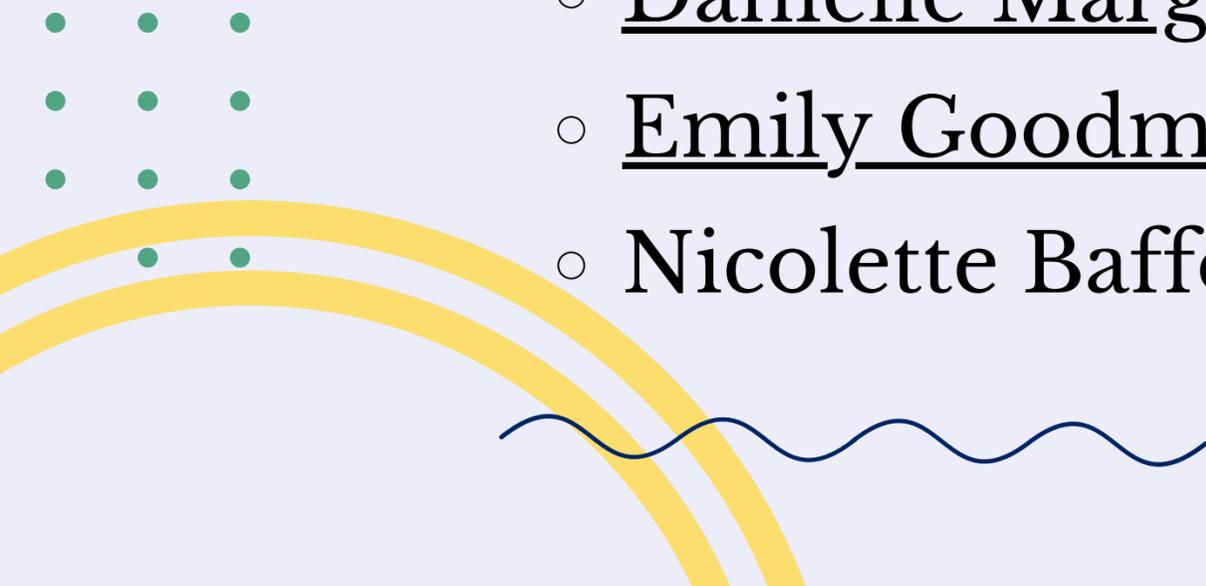


FAQ

I have more questions or need feedback on my grant proposal. How can I get help?

OLIS staff will be holding office hours to help answer questions and provide feedback on grant proposal ideas throughout the application process. Schedule an appointment at the links below:

- Danielle Margarida Youth Proposals
- Emily Goodman Adult Proposals
- Nicolette Baffoni Financial and Grant Management



Contact

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Emily Goodman
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